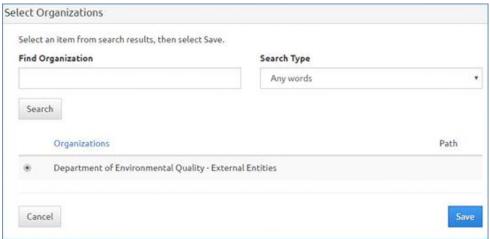


## **How to Create a VLC Account**

- 1. Access link: <a href="https://covlc.virginia.gov">https://covlc.virginia.gov</a>, and click the button that says: "Need an account?"
- 2. Select DEQ\_Ext-Department of Environmental Quality External from the drop down, click OK
- 3. Fill out mandatory fields \* (note: a unique login ID and email required)
- 4. For "Organization field" click Select and a new window will open.
  - Leave everything blank and click search.
  - Select Department of Environmental Quality External Entities (as shown in this pic), then click Save



5. Click Create